



Position Title: **District Certified Nurse Assistant**

Department: Student Services

Reports To: Director of Student Services

SUMMARY: : School health is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, the district certified nurse assistant facilitates positive student responses to normal development, promotes health and safety including a healthy environment, intervenes with actual and potential health problems, assists the nurse in providing case management services, and actively collaborates with others to build student and family capacity for adaptation, self management, self advocacy, and learning. The district CNA is asked to assist the registered nurse (RN) with the delivery of health services within the district; be able to work independently and with a clear understanding of the delegation process and the need for RN supervision and interventions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Provides for activities of daily living by assisting with serving meals, feeding students via g-tube and ambulating, turning, positioning and transferring student
2. Assists in vision screenings
3. Assists District RN in explaining health plans and protocols with administration, building staff and families
4. Provides student comfort by utilizing resources and materials; transporting students and reporting observations of the student to RN supervisor
5. Follows all student health protocols (seizure, medication, feeding, etc.)
6. Provides adjunct care by changing, catheterizing, and/ or doing colostomy care for designated students
7. Documents actions by completing forms, reports, logs, and records
8. Assists teacher with provision of student instruction
9. Maintains work operations by following policies and procedures, observing laws, district policies and procedures, and professional standards for the position
10. Maintains calm and positive interactions with students who may become dysregulated and non-compliant
11. Protects the organization's value by keeping student/ patient information confidential
12. Updates job knowledge by participating in educational opportunities, reading professional publications, participating in professional organizations, and maintaining licensure

13. Practices universal precautions
14. Reports non-compliance issues to District RN
15. Assures and reinforces school, classroom and district safety rules and regulations
16. Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
17. May administer medication as delegated by the District RN per the policy of the school district; this could include the administration of epinephrine, glucagon and insulin, and would require the logging and tracking of medication received and given to students with appropriate parental and physician authorization/orders. Must receive ongoing, annual medication administration training before being permitted to administer medication
18. May perform blood glucose testing and record keeping for diabetic students
19. Sends letters, notes or other written communication to parents on health-related matters only with District RN prior knowledge of the communication; the building principal and casemanager should also be notified of this communication
20. Communicates in a timely and efficient manner with the District RN according to protocol, especially regarding need for medical follow-up and student referrals
21. Responds calmly to emergencies and initiates CPR and 911 calls when appropriate
22. Maintain valid driver's license and vehicle available for use on the job
23. Proficiently navigate internal and external data systems, including data entry and report production pertinent to delivery of school health services
24. Demonstrate knowledge of effective communication techniques with students, parents, patrons, and other professionals
25. Demonstrate professional conduct and be an effective role model for students
26. Maintain regular attendance and promptness in reporting for duty, as well as timeliness in submitting required reports and other professional paperwork
27. Reflect on current performance, identify professional goals and participate in staff development activities which contribute to individual and system wide improvement
28. Comply with District and State standards of professional conduct
29. Corresponds with district staff and stakeholders via email
30. May be asked to translate, if applicable

SUPERVISORY RESPONSIBILITIES: This position is not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train employees working with students.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above/below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

EDUCATION / EXPERIENCE: Must have Oregon State Certified Nursing Assistant Certification or higher. High school diploma and completion of CNA or other higher training program. Basic knowledge of anatomy, physiology and medical terminology. A CNA in the Ontario School District joins a community of professionals who embrace the district's mission.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to multi-task and work independently with high degree of accuracy, efficiency and attention to detail. Establish community partnerships and expand the classroom beyond the school. Ability to apply knowledge of current research and theory to student health plans. Ability to establish and maintain effective relationships with students, peers, and parents. Skill in oral and written communication. Ability to perform duties with awareness of all district requirements and school board policies, as well as Oregon law and administrative rule.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 50 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant or limited-ability students or those with behavioral, developmental, or psychological disorders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date